Nebraska Department of Education 301 Centennial Mall South, PO Box 94987 Lincoln, NE 68509-4987 NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: February 21, 2019

Report of Suspensions / Expulsions Nonpublic Systems

Due Date: June 15

Audit Window Close Date: June 30

SCOPE

To assist with mandated state and federal reporting of Suspended and Expelled Students.

DIRECTIONS

Access

Accessing the Report of Suspensions/Expulsions collection requires a Consolidated Data Collection (CDC) activation code – Discipline, All or Approver User Type. If user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their District Administrator.

- 1. Log into the NDE Portal at https://portal.education.ne.gov/
- 2. Click on the blue Data Collections tab



3. Click on the Consolidated Data Collection (CDC) link



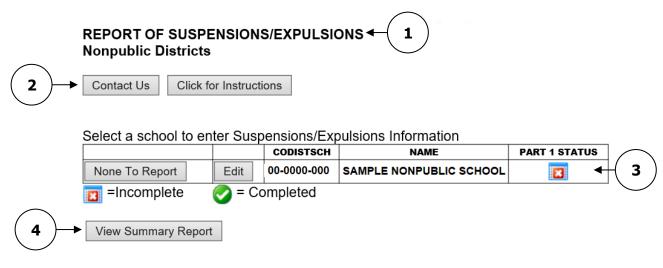
4. From the Open Collections list choose Report of Suspensions / Expulsions

TRANSPORTATION		Pupil Transportation Report	
DISCIPLINE	$\overline{}$	Report of Suspensions/Expulsions	
GENERAL		Student Growth Adjustment	

Navigation

Upon entering the collection, user will see

- 1. The Title
- 2. The Main Menu
- 3. Suspensions/Expulsions Information section
- 4. Summary Report button, and
- 5. The Submit/Approve area



ACTION	STATUS	DATE	USER	
SUBMIT	Not Submitted	N/A	N/A	 ←(5
APPROVE	Not Approved	N/A	N/A	
Print Page				

Main Menu

Contact Us - Shows a list of NDE contacts to call or email if you have any questions while completing the report.

Click for Instructions - Opens this document.

Other menu items seen through the collection include

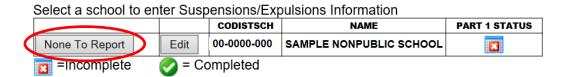
Susp./Expul. Main Page – Returns user to collection main page

CDC Main Page – Takes user back to the Consolidated Data Collections main page

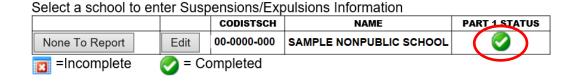
Logout – Closes the current tab and returns user to NDE Portal

Suspensions/Expulsions Information

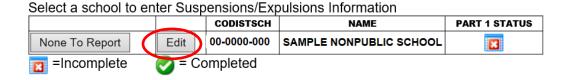
If user has no data to submit for a location (school) in district/system, click on the **None To Report** button next to the location (school).



This will put a green check mark under the Part 1 column and will complete the submission for that particular location (school).



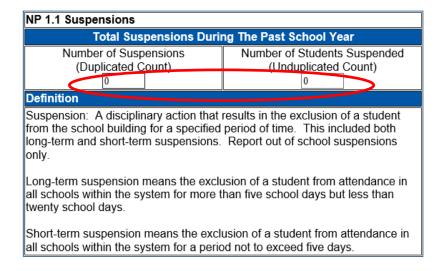
If there is data to report, click on the EDIT button.



This will take user to Part 1.1 Suspensions and 1.2 Expulsions.

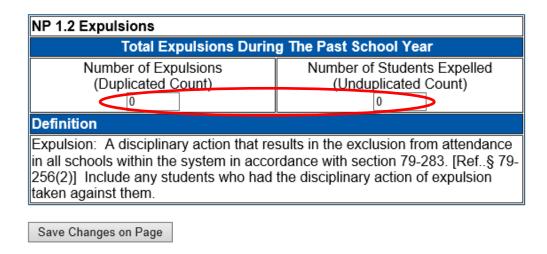
Part 1.1 Suspensions

Enter the total Number of Suspensions (Duplicated Count) and the Number of Students Suspended (Unduplicated Count) or leave prepopulated zeros if none.



Part 1.2 Expulsions

Enter the total Number of Expulsions (Duplicated Count) and the Number of Students Expelled (Unduplicated Count) or leave prepopulated zeros if none to report.



When done entering data, click on **Save Changes on Page.** This will return user to the Report of Suspensions/Expulsions Main Page.

When only Green Check boxes are in all columns user is finished entering data.

Select a school to enter Suspensions/Expulsions Information

		CODISTSCH	NAME	PART 1 STATU	JS
None To Report	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL		
=Incomplete	= Co	ompleted			

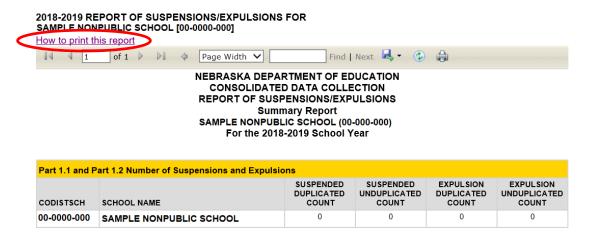
Summary Report

When all data has been entered for each location (school) in the district/system, click the **View Summary Report** button to see a summary of the district/systems Report of Suspensions/Expulsion.

Select a school to enter Suspensions/Expulsions Information

Select a school to enter Suspensions/Expulsions information						
		CODISTSCH	NAME	PART 1 STATUS		
None To Report	Edit	00-0000-000	SAMPLE NONPUBLIC SCHOOL	\bigcirc		
=Incomplete	☐ =Incomplete					
View Summary Report						

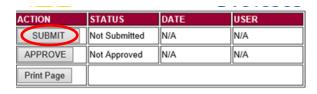
This will take user to a summary report listing each of the items entered into the collection:



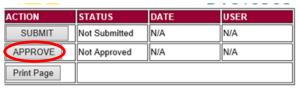
User may print a copy for future reference. Click the **How to Print this Report** link indicated above, if further instruction is needed.

Submit / Approve

After user has completed data entry click the **SUBMIT** button, indicating the collection is ready to be reviewed by District Administrator.



When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.



NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.